

Operational Guidelines for Commercial Filming, Videography and Photography at Areas Under the Care and Custody of the Department of Enterprise Services

Purpose Statement:

The purpose of these guidelines is to provide for the safety and protection of facilities and people.

These guidelines are in addition to the rules and other requirements governing activities on the Capitol Campus and other areas under the care and custody of DES.

Action:

Transition policy from Department of General Administration to Department of Enterprise Services

Adoption Date:

January 7, 2013

Owner:

Buildings and Grounds

Review Cycle:

3 years

Approved By:

_____/s/
Joyce Turner
Director

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Guidance Statement

The Department of Enterprise Services (DES) may provide locations in [areas under the care and custody of DES](#) for film makers (you), including commercial photographers and film and video companies.

As used in this guidance, commercial means promoting, creating or exchanging products or services for the purpose of making profit or revenue. Commercial activities include, but are not limited to, advertising, fund-raising, buying or selling any product or service, encouraging paid membership in any group, association or organization, or the marketing of activities.

This guidance does not apply to government or press activities.

1. You should contact us at least one month prior to any proposed shooting dates and before submitting a permit application.

Review of commercial requests can be complex and we advise you to provide us as much time as possible in advance of any proposed shooting dates. Visitor Services will coordinate reviews of commercial requests.

You can submit your request using our online permit application at:
<http://www.des.wa.gov/Visitor/schedule-event.htm>.

Include the following information with your application:

- Proposed shooting dates;
- Copy of the script (if any);
- Areas that you will be using;
- Number of people and vehicles you will bring to the filming location;
- Name, address and telephone number of the film maker or firm undertaking filming; and
- Name, address and telephone number of the individual who will represent you.

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2. We will consult with others when considering your permit application for certain areas.

Access may be provided on a limited or highly restricted basis in areas when there is a risk that your activities would infringe upon the privacy requirements of certain clients and programs. We will make a determination in consultation with the affected tenants.

When considering applications for the North Cascades Gateway Center and other areas outside of the Capitol Campus, we will also consult with the deputy director or with the assistant director of facilities before making a determination.

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3. You must negotiate with us and agree to a signed contract before any filming may occur.

If we are unable to review your permit application and agree to a signed contract within two full business days of receipt, we may issue you a conditional permit subject to signing a contract with you. Our contract with you will at a minimum:

- Identify filming dates and timetable for post-filming removal of equipment, supplies, materials and/or debris;
- Establish the location fee schedule and damage/cleaning deposit or bond amount;
- Include a rate schedule for reimbursing us for additional expenses including staff time, parking, security and any other unanticipated costs;
- Require prior receipt of activity permit fees, deposits or bonds;
- Require advance receipt of a certificate of insurance naming Washington State as an additional insured;
- Require a plan to protect the identification of certain clients and programs when your filming activities affect privacy requirements;
- Include a hold harmless agreement to indemnify Washington State against any liability that may result from the film maker's presence on state property;
- Require post-filming removal of equipment, supplies, materials and/or debris; and

- Require that prior to filming or photo approval your representative must walk through the areas to be filmed with our representative.

Contracts must be approved and signed by the Assistant Director, Division of Facilities or designee.

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4. Payment for your permits and other charges must be received in advance of your activity.

Upon approval of your [Permit Application](#) we will charge you based on our published rate tables. See our [Campus Use Rate Schedule](#) for more information.

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5. We will consult with the Washington State Patrol and coordinate security arrangements for your filming activities.

Security arrangements may be necessary to address such things as:

- site access limitations
- street closures
- traffic control

When required by us, you must agree at least one week prior to shooting, to final security arrangements with the Washington State Patrol. The final security arrangements will become part of your contract.

During the course of any filming, you will comply with direction received from Washington State Patrol.

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6. We have the authority to stop filming at any time.

Certain areas under the care and custody of DES are extremely sensitive sites. You are responsible to advise all location crews, technicians, and film company personnel that, due to the sensitive and/or historic nature of certain locations, no disrespect or insensitivity to the buildings, grounds, tenants or general public will be tolerated. We have the authority to stop your activities at any time.

Your operations and presence on state property may not unreasonably disrupt the conduct of state business.

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Related requirements and information

- State rule - [WAC 200-220 Use of the public areas of the capitol buildings and grounds](#)
- State rule - [WAC 296-800 Safety and health core rules](#)
- DES policy - [Appeal of denial of use of the capitol buildings and grounds](#)
- DES procedure - [Permitting use of the capitol buildings and grounds](#)
- DES operational guidance - [Scheduling support services for activities on the capitol buildings and grounds](#)
- [Campus Use Rate Schedule](#)

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Definitions

- *Areas under the care and custody of DES* means the Capitol Campus and other areas managed by DES including, but not limited to, the North Cascades Gateway Center.

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History

Amended:

January 8, 2013 – Transition policy from the Department of General Administration to the Department of Enterprise Services

October 21, 2010 - This change expands the scope of the policy from the public areas of the Capitol Campus to all areas under the care and custody of DES. Additionally, the policy was transitioned to the current policy format.

Supersedes:

Department of General Administration policies and related documents

Original effective date:

January 7, 2013

To obtain a copy of a historical policy, e-mail the DES Policy Office at policy@des.wa.gov

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POLICY FEEDBACK

Did this Policy successfully answer your questions? Please send your comments to policy@des.wa.gov .